

CONFIDENTIAL

Classification

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140138-0

REPORTS INVENTORY

CONTROL NO.

PREPARE IN DUPLICATE

DDS/OTR/ ☐ 23 25X1

1. TITLE OF REPORT (if a fill-in report include Form No.)

Security Violation

2. TYPE OF REPORT
☒ STATISTICAL
☒ NARRATIVE
☐ MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL
 LOGISTICS ☒ TRAINING
 MEDICAL ☐ SECURITY
 FINANCE

ADMIN. GENERAL
 OTHER (specify)

4. NO. OF COPIES PREPARED

Original & 4

5. FREQUENCY (weekly, monthly, quarterly, etc.)

As they occur

6. DISTRIBUTION (No. of components not number of copies)
 Three

7. FORMAT (memorandum, form computer print-out, etc)
 Memorandum

8. ADP PROCESSING

YES ☐ IF YES GIVE ADP PROCESSING NO.
 NO ☒

9. DIRECTIVE AUTHORITY REQUIRING REPORT

25X1

10. PREPARING COMPONENT (include lowest level contributing information to report)

Security Branch/ ☐

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

None

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-04	2.81		$\frac{1}{2}$		1.40		9		12.60
GS-11	5.72		2 hrs.		11.44		9		102.96
GS-05	3.15		$\frac{1}{2}$		1.57		9		14.13
GS-13	8.06		1/3		2.68		9		24.12
GS-15	11.00		$\frac{1}{4}$		2.75		9		24.75
GS-14	9.44		$\frac{1}{4}$		2.35		9		21.15
GS-16	12.76		$\frac{1}{4}$		3.19		9		28.71

The above figures are averages arrived at over a two year period.

B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

\$228.42

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

☒ RETAIN AS IS ☐ OTHER (explain)
☐ CHANGE
☐ DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS DOLLARS STAT

16. DATE OF INVENTORY

5 Oct 1970

17. HING INFORMATION

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18. EXTENSION